

CAMPBELL UNION HIGH SCHOOL DISTRICT
INTRADISTRICT TRANSFER REQUEST APPLICATION
(Transfer between schools within the Campbell Union High School District)

Transfer Request Window: December 1 through January 31

Return form to:

CUHSD Office
3235 Union Ave., San Jose, CA 95124
Attn: Intradistrict Transfers

PARENT/LEGAL GUARDIAN PLEASE COMPLETE (PRINT OR TYPE) THIS SECTION

Student's **Last Name** _____ (**First Name**) _____

High School of Residence _____ Current School _____

High School Requested _____ Is this a FREE ZONE TRANSFER? Yes [] No []

Parent/Legal Guardian Name _____ Work/Cell Phone _____ Home Phone _____

Home Address _____ City _____ Zip _____

Please attach proof of residency

For School Year 20____ / 20____ Check one request type: New____ Renewal____ Reversal____

Previous home address if applicable: _____

Grade Level for school year requested: 9 10 11 12 Student's Date of Birth: mm / dd / yyyy Female ____ Male ____

Ethnicity/Race (Circle one or more): American Indian/Alaskan Native, Asian, Pacific Islander, Filipino, Hispanic, Black, White

If there is currently a brother/sister at the school requested please give name(s) and circle **current** grade(s).

Name: _____ Grade: 9 10 11 12 Name: _____ Grade: 9 10 11 12

- I understand that I am responsible for providing any necessary transportation for my student to attend the requested school. _____
- I understand for this transfer to be approved, my student must maintain the following conditions. If not, this transfer may be revoked.
____ Satisfactory Attendance ____ Satisfactory Academic Progress ____ Excellent Behavior/Discipline

Does your child have a: 504 Plan? Yes [] No [] or an IEP in Special Education? Yes [] No []

If yes, check: 504 [] Special Education [] Special Education Program - SDC [] RSP [] AND attached a copy of the full IEP.

Is/will your child enrolled/enroll in the 4 year Agriculture Program at Westmont? Yes [] No []

Is/will your child enrolled/enroll in the International Baccalaureate Program at Del Mar? Yes [] No []

Enter your reasoning for this request on the back of this application.

ATHLETIC ELIGIBILITY: This transfer will not supersede any CIF, CCS, or athletic league regulations.

IF this Intradistrict Transfer is approved, then the requested school becomes the new "High School of Residence" from that time forward, *as long the student resides at the above address*, and you **will not have to reapply annually**. However, should you request to transfer back to your original high school of residence, a new application must be submitted and the transfer-back request would **only be approved** if space were available. *You would not have priority based on residence as schools can become impacted.*

Initial here _____

I have read and understand the Intradistrict information provided with this application. **Initial here** _____

Parent/Legal Guardian Signature _____ Date _____

Printed Name of Parent/ Legal Guardian _____

DISTRICT OFFICE USE ONLY

Date Received (use date stamp)

Approved _____ Denied _____

Signed _____
CUHSD Director of Student Services or Special Education

Date _____

NOTES

- [] School Impacted
- [] Free Zone
- [] Sibling
- [] AG
- [] IB
- [] Change of Res.
- [] Sped
- [] Other

Student Services Clerk

CAMPBELL UNION HIGH SCHOOL DISTRICT
3235 UNION AVENUE
SAN JOSE, CALIFORNIA 95124

TO: Parent/Legal Guardian

FROM: Director, Student Services

RE: Intradistrict transfers (transfers within Campbell Union High School District)

Our policy on intradistrict transfers allows your student to attend the high school where your student resides or you may request a transfer to one of our other schools. Transfers will be granted based on **school capacity**. If requests exceed a site's capacity, priority will go to siblings of current students and after that transfers will be granted should space become available. There is no need to call our office. You will be notified by U.S. mail should your student be granted the transfer.

If you apply, please note that the transfer request window is **December 1 through January 31 by 4:30 p.m.*** in the Campbell Union High School District Office. Notification of transfer results will be mailed to parent/legal guardian by the end of March. Do not call the District office until April 5th or later.

*Applications received after the cut off date will be reviewed weekly on a case by case basis.

Be advised that should your student be granted this transfer request, you will be solely responsible for transportation to and from this school site and that your student will maintain the requirements you initialed on the application. Should your student not maintain the requirements you initialed, the transfer may be revoked and your student will return to their resident school.

If you have further questions, please feel free to contact Student Services at 408 371-0960 extension 2076.

INTRADISTRICT TRANSFERS - CUHSD Administrative Regulation 5116.1

1. No student currently residing - within a school's CUHSD Administrative Regulation 5116.1 attendance area shall be displaced by another student. (Education Code 35160.5)
2. The Campbell Union High School District reserves the right to maintain ethnic and racial balance within OCR (Office of Civil Rights) guidelines among its schools.
3. Once an intradistrict transfer is granted, a student shall **not** have to apply each year for readmission **unless their residence address changes**. The new campus will become the high school of residence.

Selection Procedures

1. The Superintendent or designee shall identify those schools which may or may not have space available for additional students.
2. Any change in the capacity for each school site will be determined during the summer of each year.
3. The application deadline will be as noted above.
4. The Campbell Union High School District will give priority to siblings of students who are in attendance at the requested school.
5. If the number of requests exceed the number of openings available, applications will be kept on file until such time as additional space becomes available or until September 1st at which time all applications will expire.
6. The Superintendent or designee shall inform applicants by mail as to whether their applications have been approved or denied.
7. Existing entrance requirements for specialized programs will remain in effect.